

Introduction

The Sales Order function includes three separate templates pre-mapped to Sage 200: -

• the **Singleline template** emulates the **Enter New Order – Full** screen in Sage 200, which allows you to create a new sales order with full data entry.

.4	А	В	с	D	E	F	G	H	I	
1	• 🕅	Exce Dat	a Bridge		Order		leline template			
2										
3	Status		CustomerOrderNumber	1235			ApplyOrderDiscountSurcharge	NO		
4	CustomerCode	ROS001	EarlySettlementDiscount%							
5	DocumentDate		SettlementDiscountDays							
6	DateRequested	14/12/2021	OrderDiscount							
7	DatePromised	20/12/2021	ReturnedSalesOrderNumber							
8										
9	LineType	LineCode/Prod	Description	Warehouse	SellingUnit	Quantity	QuantityToAllocate	Sellin	E UnitPrice/SellingPrice	Uı
10	S	ABCookHoods/	AB Cooker Hoods Standard/White	WAREHOUSE		5		5		
11	S	CA/WALL/H92/	Beech Wall Cabinet H92cm	FACTORY		4		4		
12	F		Free Text Item			2		each	150	
13	A	Carriage	Carriage						40	
14	С		Comment Line							
15										

 the Single Rapid Order template emulates the Enter New Order – Rapid screen in Sage 200, which allows you to create a new sales order with minimal data entry.

1		^{kcel} ata Bridge	Sales Order Rapid Order templat © Draycir Ltd. 2020 Clear Sheet								
2	No. of Concession			1							
3	Status			_	Document Date	16/12/2021					
4	CustomerCode	BIR002			Date Requested						
5	Order Number				Date Promised	16/12/2021					
6	Customer Order Number										
7	By Default Supply From	FACTORY									
8	1000000										
9	Item	Description	Qu	antity	Unit Price	Discount %					
10	CA/BASE/DBL/BEECH	Beech Base Double Cabinet H58cm		5							
11	CA/WALL/H70/BEECH	Beech Wall Cabinet H70cm		5							
12	CA/WALL/H70/OAK	Oak Wall Cabinet H70cm		5							
13											
14											

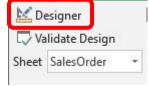
• the Multiline template allows you to create multiple sales orders in Sage 200 at once.

1	Α	В	С	D	E	F	G	Н	1	J	К	L	M	N
1	+ 2		Excel Data	Bridge	Sal © Dr	les Ord raycir Ltd. 20								
2	Status	OrderNumbei	CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitSellingPrice
4			ABB001	19/03/2021	25/05/2021	07/08/2021	1236		S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM	20	
6			ABB001	17/03/2021	25/05/2021	10/09/2021	1236		s	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE	3	
7			ABB001	17/03/2021	25/05/2021	10/09/2021	1236		F		Free text item		2	150
8			ABB001	17/03/2021	25/05/2021	10/09/2021	1236		A	Carriage	Carriage			50
9			ABB001	17/03/2021	25/05/2021	10/09/2021	1236		С		Comment Line			
10														
11			BIR001	20/03/2021	25/05/2021	25/05/2021	1240		S	ABCookHoods/23/2	AB Cooker Hoods Standard/White	Newcastle	5	
12			BIR001	20/03/2021	25/05/2021	25/05/2021			S	CA/WALL/H92/BEECH	Beech Wall Cabinet H92cm	WAREHOUSE	4	
13			BIR001	20/03/2021		25/05/2021			F		Free text item		2	200
14			BIR001	20/03/2021		25/05/2021			A	Carriage	Carriage			75
15			BIR001	20/03/2021	25/05/2021	25/05/2021	1240		С		Comment Line			
16			1											

Field Mappings

The field mappings are controlled within the **Designer** button in the Excel Data Bridge tab.

The **Allowable** controls whether entered on the



Warnings section any delivery dates sales order can be

either *before* the sales order date, or in the *past*.

The **Browse Results** section allows custom cell mappings to be created to hold data from browses. *Not covered in this document*

The **Information** section contains both Excel Data Bridge specific fields, and settings controlling how sales orders can be posted to Sage 200.

The **Sales Order Detail** section shows the available Sage 200 fields for sales order line-items in the left-hand column.

If an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the Excel worksheet

The **Sales Order Header** section shows the available Sage 200 fields for the sales order header details in the left-hand column.

Again, if an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the worksheet.

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.



2↓ 🖾	
Allowable Warnings	
Arrowable warnings DeliveryDateEarlierThanOrder	False
DeliveryDateInThePast	False
Browse Results	T dise
BrowseResults	BrowseResults
Information	Diowservesuits
AllowOrderAmendment	11
CancelOnExceedCreditLimit	False
ConvertQuoteToOrder	raise
DefaultLineAction	
	Felee
IgnoreBlankQtyLines	False True
OverrideHold	
SalesOrderNumber	SalesOrderNumber
Status	Status
ValidateLineAction	False
SalesOrder Detail	
ConfirmationMethod	
Cost	
CreateCancelledLine	
DeliveryDatePromised	
DeliveryDateRequested	
Description	Description
DespatchNoteComment	
DetailAnalysisCodes	Analysis Codes
Fulfillment	
GroupByID	GroupByID
LineAction	
LineCode	LineCode
LineNumber	
LineType	LineType
LineVatRate	
NominalCode	
NominalCostCentre	-
NominalCostCentre	
PickingListComment	
ProjectCode	
ProjectItem	Oursetity
Quantity	Quantity
QuantityToAllocate	C-II:D-:-
SellingPrice	SellingPrice
SellingPriceUnit	
SellingUnit	
ShowOnCustomerDocuments	
ShowOnPickingLists	
	Let
UnitDiscount	
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UnitDiscount UnitDiscountPercentage Warehouse	Warehouse
UnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header	Warehouse
UnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header Address1	Warehouse
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UnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header Address1 Address2 Address3 Address4 ApplyOrderDiscountSurcharge	Warehouse
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UnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header Address1 Address2 Address3 Address3 Address4 ApplyOrderDiscountSurcharge City Contact Country CountryCode Country Coun	CustomerCode CustomerOrderNumber DatePromised
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JnitDiscount JnitDiscountPercentage Warehouse SalesOrder Header Address1 Address2 Address3 Address4 ApplyOrderDiscountSurcharge City Country CountryCode Country CustomerOrderNumber DatePromised DateRequested DeliveryAddressType DiscountType DocumentDate DocumentDate DocumentDate DocumentStatus Email ExchangeRate	CustomerCode CustomerOrderNumber DatePromised DateRequested
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UnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header Address1 Address1 Address3 Address3 Address4 ApplyOrderDiscountSurcharge City Contact Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country DeliveryAddressName DeliveryAddressName DeliveryAddressName	CustomerCode CustomerOrderNumber DatePromised DateRequested DocumentDate
JnitDiscount JnitDiscountPercentage Warehouse SalesOrder Header Address1 Address1 Address2 Address3 Address4 ApplyOrderDiscountSurcharge City Country CountryCode Country CountryCode Country CustomerOrderNumber DatePromised DateRequested DeliveryAddressType DiscountType DocumentStatus Email ExchangeRate Fax HeaderAnalysisCodes DriderDiscount DrderPriority DrderPriority DrderPriority DrderPriority DrderPriority DrderPriority PostalName PostCode	CustomerCode CustomerOrderNumber DatePromised DateRequested DocumentDate
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UnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header Address1 Address1 Address2 Address3 Address3 Contact Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country CountryCode Country DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DocumentNo DocumentStatus Email ExchangeRate Fax HeaderAnalysisCodes OrderPriority OrderPriority OrderPriority OrderFakenBy PostDault SettlementDays	CustomerCode CustomerOrderNumber DatePromised DateRequested DocumentDate
JnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header Address 1 Address 1 Address 3 Address 3 Address 3 Address 4 ApplyOrderDiscountSurcharge City Country Country Code Country Country Code Country Country Code Country Country Code Country Country Code Country Country Code Country Code Country Country Code Country Code Counter Code Counter Code DeliveryAddressName DeliveryAddressName DeliveryAddressName DocumentNo DocumentNo DocumentNo DocumentStatus Email ExchangeRate Fax HeaderAnalysisCodes OrderDiscount DrderTakenBy PostIode SetAsDefault SettlementDays	CustomerCode CustomerOrderNumber DatePromised DateRequested DocumentDate
JnitDiscount JnitDiscountPercentage Warehouse SalesOrder Header Address1 Address1 Address2 Address3 Address4 ApplyOrderDiscountSurcharge City Country CountryCode Country CountryCode Country CustomerOrderNumber DatePromised DateRequested DateRequested DeliveryAddressType DiscountType DocumentDate DocumentDate DocumentStatus Email ExchangeRate Fax HeaderAnalysisCodes DriderDiscount DrderPriority DrderPriority DrderPriority DrderPriority DrderPriority DrderPriority DrderPakenBy PostalName PostalName PostCode SettlementDays SettlementDays	CustomerCode CustomerOrderNumber DatePromised DateRequested DocumentDate
JnitDiscount InitDiscountPercentage Warehouse SalesOrder Header Address1 Address2 Address3 Address4 ApplyOrderDiscountSurcharge City Contact Country CountryCode Country DustomerOrderNumber DateRequested DateRequested DateRequested DateRequested DateRequested DateRequested DateRequested DeliveryAddressType DiscountType DiscountType DocumentDate DocumentDate DocumentDate DocumentDate DocumentDate DocumentStatus Email ExchangeRate Fax HeaderAnalysisCodes DrderDiscount DrderPriority DrderTakenBy PostCode SettlementDays SettlementDays SettlementDays Det Fashand Sales Fax	CustomerCode CustomerOrderNumber DatePromised DateRequested DocumentDate
UnitDiscount UnitDiscountPercentage Warehouse SalesOrder Header Address1 Address2 Address3 Address4 ApplyOrderDiscountSurcharge City Contact Country CountryCode Country CountryCode Country CountryCode CustomerOrderNumber DateRequested DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DeliveryAddressName DocumentStatus Email ExchangeRate Fax HeaderAnalysisCodes OrderPriority OrderPriority OrderTakenBy	CustomerCode CustomerOrderNumber DatePromised DateRequested DocumentDate

Status Choose a cell or range of cells to display the upload status



An explanation of the property selected is shown at the bottom of the Designer window.

Singleline Template

 The singleline template is divided into two sections in which you are required to enter data. The **sales order header information** can be entered in the top half of the template: -

2						
3	Status		CustomerOrderNumber	1235	ApplyOrderDiscountSurcharge	NO
4	CustomerCode	ROS001	EarlySettlementDiscount%			
5	DocumentDate		SettlementDiscountDays			
6	DateRequested	14/12/2021	OrderDiscount			
7	DatePromised	20/12/2021	ReturnedSalesOrderNumber			
8						

The table below explains the purpose of each of the header fields: -

Status	Populated when selecting either the Validate or Create Orders buttons on the Excel Data Bridge ribbon.
	 The default status on a successful validation will be Pending The default status on a successful creation will be Processed
	When attempting to post to Sage 200, the status field should either be cleared, or display a status of Pending . Any other data entered in this field will prevent the sales order being created in Sage 200.
	Should an error be returned in this cell when attempting to post, it will appear in red . The error should be corrected in the worksheet, and the status field cleared before attempting to post again.
CustomerCode	Enter the Sage 200 Customer Account Reference in this field by either typing it in manually or browsing your Sage 200 data by right clicking on the cell and selecting Excel Data Bridge Browse.
DocumentDate	Enter date the sales order was raised (defaults to today's date if left blank).
DateRequested	Enter delivery date requested (defaults to today's date +14 if left blank).
DatePromised	Enter delivery date promised (defaults to today's date +14 if left blank).
CustomerOrderNumber	Enter the customer order number for the sales order.
EarlySettlementDiscount%	Enter the settlement discount percentage (if any has been offered).
SettlementDiscountDays	Enter the number of days in which any settlement discount is valid.
OrderDiscount	Enter the order discount percentage (if any has been offered).



S CAV	BCookHood	to: Description Is/AB Cooker Hoods Standard/White I2/Beech Wall Cabinet H92cm Free Text Item Carriage	Warehouse WAREHOUSE FACTORY	SellingUnit	Quantity Qua 5 4 2	ntityToAllocate	Selling t 5 4 each	UnitPrice/SellingPrice 150 40	UnitDiscount	VATRate	PickingListComment	DespatchNoteComment	ProjectCode	Projectitem	ShowOnCustomerDocs	ShowOnPicking
c		Comment Line														
	ReturnedSale		sOrde	erNu	nber	update f	or e	each new				n in Sage 2 posted and				
						in Sage	200).								

The sales order line-item information can be entered in the main area of the worksheet: -

The table below explains the purpose of each of the line-item fields: -

LineType	 Tell Excel Data Bridge the type of line-item you are trying to create from the following options: - S = Standard F = Free Text A = Additional Charge C = Comment
LineCode/Product	Browse on this cell to gain access to stock list data to assign a stock item to the sales order.
Description	Will be populated on selection of a stock item from the LineCode/Product cell. Enter description manually for Free Text / Additional Charge and Comment lines.
Warehouse	Browse on this cell to gain access to the available warehouses supplying the selected stock item.
SellingUnit	Enter the selling unit for standard stock items.
Quantity	Enter the quantity for either a standard or free-text item.
QuantityToAllocate	Leave field empty to default the allocated amount to the same as the Quantity.
	Enter a zero to post as unallocated, or another value to partially allocate.
SellingPriceUnit	Enter the selling price unit for either a standard or free-text item.
UnitPrice/SellingPrice	Enter a selling price for an item or leave blank to use default Sage 200 prices.
UnitDiscount%	Enter a unit discount percentage

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UnitDiscount	Enter a unit discount value
VATRate	Enter a VAT Rate for standard, free-text or additional charge items or leave blank to use default VAT Rate.
PickingListComment	Enter any comments to be entered on the picking list for standard and free text items (up to a maximum of 160 characters)
DespatchNoteComment	Enter any comments to be entered on the despatch note for standard and free text items (up to a maximum of 160 characters)
ProjectCode	Browse on this cell to gain access to Sage 200 project data to assign a project code to a line-item.
ProjectItem	Browse on this cell to gain access to Sage 200 project data to assign a project item to a line-item.
ShowOnCustomerDocs	Used for comment lines. By default, comment line will show on customer documents – enter FALSE to prevent comment line showing on sales order.
ShowOnPickingLists	Used for comment lines. By default, comment line will not show on picking list – enter TRUE to show comment line on picking list.

Creating Transactions

Once you have entered your sales order data in the template, you have the following options: -

- Validate (optional) will run the data through a validation check and result in a status of Pending, if successful. If validation is unsuccessful, an error will be returned in red. This error must be rectified, and the error cleared from the status field before either validating again or selecting Create Orders.
- Create Orders will attempt to create the sales order in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to Processed, and the ReturnedSalesOrderNumber cell will be populated with the sales order number assigned in Sage 200 to enable the transaction to be traced.

2						
3	Status	Processed	CustomerOrderNumber	1235	ApplyOrderDiscountSurcharge	NO
4	CustomerCode	ROSOD1	EarlySettlementDiscount%			
5	DocumentDate		SettlementDiscountDays			
6	DateRequested	14/12/2021	OrderDiscount			
7	DatePromised	20/12/2021	ReturnedSalesOrderNumber	0000005133		
8	_					



The transaction can be traced in Sage 200 by the Returned Sales Order Number populated: -

mend Order							-	
								•
er Details Deilver	y & Invoicing Payment with Or	der						
Account Selectio	n			Order Detail				
	Customer account	Cesh eccourt		Order no:		0000005133		
Code:	R05001	12		Order status:		Ļlvφ:		
Short name:	Rose			Document date:		14/12/2021		
Postcode:	W35 7YU			Date requested:		14/12/2021		
Name:	Rose & Woodpack & K	ing .		Date promised:		20/12/2021		
By default supply f	rom			Customer order no		1235		
					(Show values	O Show o	uantzies
tem.	Description		Quantity [Unit Price	Disc. %	VAT Rate	1	Net
ABCookHoods/	AB Cooker Hoods Standard	White	5.00000	30.00000	0.00	Std Rate		150.00
CAWALL/H92/	Beech Wall Cabinet H92cm		4.00000	215.90000	0.00	Std Rate		863.60
			2.00000	0.00000	0.00	Std Rate		0.00
	Free Text Item							
Carriage	Free Text Item Carriage		1.00000	0.00000	0.00	Std Rate		0.00

Single Rapid Order Template

The single rapid order template allows you to quickly create a sales order for **standard stock items only,** using **default unit prices and discounts**, supplied from a **single warehouse**.

The single rapid order template is divided into two sections in which you are required to enter data. The **sales order header information** can be entered in the top half of the template: -

1			Clear Sheet		
2				1	
3	Status			Document Date	16/12/2021
I.	CustomerCode	BIR002		Date Requested	16/12/2021
1	Order Number			Date Promised	16/12/2021
5	Customer Order Number	6543			
7	By Default Supply From	FACTORY			
8					

- Click the Clear Sheet button at the top to clear data from all cells and reset the date fields to today's date.
- Browse for the **Customer Code**, then enter the **Customer Order Number**, before browsing to select the required **Warehouse** to supply from.

The sales order line-item information can be entered in the main area of the worksheet: -

9	Item	Description	Quantity Unit Price	Discount %
10	CA/BASE/DBL/BEECH	Beech Base Double Cabinet H58cm	5	
11	CA/WALL/H70/BEECH	Beech Wall Cabinet H70cm	5	
12	CA/WALL/H70/OAK	Oak Wall Cabinet H70cm	5	
13				



Browse the Item cell to select the required stock codes. Only stock codes available to • supply from the warehouse selected in the header will be returned in the browse window.

Browse r	eturned on	Factor	y			Browse I	returned or	Newca	astle		
Browse						Browse					
Submit	Select All	Desele	ct All	Cancel		Submit	Select All	Deselect	t All	Cancel	C
	Item Code		Descripti	ion			Item Code	D	escriptio	n	
	CA/BASE/DBL/BE	ECH	Beech Ba	ase Double C	a		ABBuiltIn/15/0/2	2 A	B Built-Ir	n Cookers Si	in
	CA/WALL/H70/B	EECH	Beech W	/all Cabinet H	7		ABBuiltIn/15/1/2	2 A	B Built-Ir	n Cookers Si	in
	CA/WALL/H70/C	AK	Oak Wal	l Cabinet H70)cm		ABBuiltIn/15/20/	/2 A	B Built-Ir	n Cookers Si	in
	CA/WALL/H92/B	EECH	Beech W	/all Cabinet H	9		ABBuiltIn/16/0/2	2 A	B Built-Ir	n Cookers D	0
	CA/WALL/H92/C	AK	Oak Wal	l Cabinet H92	2cm		ABBuiltIn/16/1/2	2 A	B Built-Ir	n Cookers D	io

Browse returned on Factory

• Enter the required quantity for each item, then click Create Order.

Multiline Template

The format of the multiline template differs to the singleline template but offers similar fields.

There are two worksheets within this template: Standard and Advanced. The Advanced sheet simply contains more columns of data than the Standard sheet.



In the Standard worksheet, columns A – H represent the header fields of the sales order.

1	А	В	С	D	E	F	G	Н
1 2	-		Excel Data I	Bridge	Sa © D	les Ord raycir Ltd. 20		
	Status	OrderNumber	CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	GroupByID
4	Status	oracinamber	ABB001	19/03/2021	and a second sec			dioapoyio
5								
6			ABB001	17/03/2021	25/05/2021	10/09/2021	1236	
7			ABB001	17/03/2021	25/05/2021			
8			ABB001	17/03/2021	25/05/2021	10/09/2021	1236	
9			ABB001	17/03/2021	25/05/2021	10/09/2021	1236	
10								
11			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
12			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
13			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
14			BIR001	20/03/2021	25/05/2021			
15			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
16	1							



Columns I – N represent the line-item fields of the sales order.

I	J	к	L	М	N
LineType	LineCode	Description	Warehouse	Quantity	UnitSellingPrice
S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM	20	
S	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE	3	
F		Free text item		2	150
А	Carriage	Carriage			50
С		Comment Line			
S	ABCookHoods/23/2	AB Cooker Hoods Standard/White	Newcastle	5	
S	CA/WALL/H92/BEECH	Beech Wall Cabinet H92cm	WAREHOUSE	4	
F		Free text item		2	200
A	Carriage	Carriage			75
С		Comment Line			

In the Advanced worksheet, columns A – I represent the header fields of the sales order.

A	Α	В	C	D	E	F	G	Н	1
1	+		Excel Data	Bridge	s Sa © D	les Ord raycir Ltd. 20			
2									
3	Status	OrderNumber	CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	ApplyOrderDiscountSurcharge	GroupByID
4			ABB001	19/03/2021	25/05/2021	07/08/2021	1237		
5									
6			ABB001	17/03/2021	25/05/2021	10/09/2021	1237		1
7			ABB001	17/03/2021	25/05/2021	10/09/2021	1237		
8			ABB001	17/03/2021	25/05/2021		1237		
9			ABB001	17/03/2021	25/05/2021				
10	-								
11	1		BIROO1	20/03/2021	25/05/2021	25/05/2021	1241		
12			BIR001	20/03/2021	25/05/2021				
13			BIROO1	20/03/2021	25/05/2021	25/05/2021	1241		
14			BIR001	20/03/2021	25/05/2021	25/05/2021	1241		
15			BIROO1	20/03/2021	25/05/2021				
16									

Columns J - U represent the line-item fields of the sales order.



J	К	L	М	Ν	0	р	Q	R	S	Т	U
LineType	LineCode	Description	Warehouse	Fulfilment	Quantity	SellingPrice	UnitDiscount%	UnitDiscount	VATRate	ProjectCode	Projectitem
S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM		20						
s	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE		3						
F		Free text item			2	150					
A	Carriage	Carriage				50)		
с		Comment Line									
S	ABCookHoods/23/2	AB Cooker Hoods Standard/White	Newcastle		5				l.		
S	CA/WALL/H92/BEECH	Beech Wall Cabinet H92cm	WAREHOUSE		4						
F		Free text item			2	200					
A	Carriage	Carriage				75					
с		Comment Line									

There will be slight variations in the default mappings shown in the Designer between the different sales order templates, but the Sage 200 fields offered are the same.

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

Extra fields available to the multiline template are **Group By ID** and **Fulfilment**.

Group By ID

As standard, when posting to Sage 200, Excel Data Bridge will keep together any sales order line-items entered containing the same **Customer Code / Customer Order Number**. These fields are shown in the **Key Fields** area of Excel Data Bridge.

KevE	ield pro	nerties	detected	
12	<u>in 1</u>	0	utitite	
	omerCo		1	
	omerOr upByID	derNun	iber	
GIOU	трвую			

An additional key field for **Group By ID** also exists, in which unique data can be entered against each sales order line-item needing to be posted to a single sales order in Sage 200.

See screenshot below showing two separate sales orders for customer **ABB001**, with the same customer order number of **1236**.



Leaving the **Group By ID** cells empty in this example would create a single sales order with five line-items in Sage 200, instead of two separate sales orders with one line-item and four line-items respectively. This is because the data held in all three key fields is the same.

To ensure these sales orders are posted independently of each other, Excel Data Bridge needs to be told which line-items belong to which sales order. To do this, add some unique data in the Group By ID cell.

The first sales order with **one** line-item has the letter **A** in the Group By ID cell; the second sales order with **four** line-items has the letter **B** in the Group By ID cell for each line-item.

Any unique data can be used to keep transaction line-items together, so using numbers 1 and 2 instead would have had the same effect.

CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	GroupByID Lin	neType	LineCode	Description	Warehouse	Quantity	UnitSellingPrice
ABB001	19/03/2021	25/05/2021	07/08/202	1236	5		ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM	20	
ABB001	17/03/2021	25/05/2021	10/09/202	1236	s		DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE	3	
ABB001	17/03/2021	25/05/2021	10/09/202	1236	F			Free text item		2	150
ABB001	17/03/2021	25/05/2021	10/09/202	1236	A		Carriage	Carriage			50
ABB001	17/03/2021	25/05/2021	10/09/202	1236	c			Comment Line			

	CustomerCode	DocumentDate	DateRequested	DatePromised	d CustomerOrderNo	GroupBvI) LineType	LineCode	Description	Warehouse	Quantity	UnitSellingPrice
I	ABB001	19/03/2021	1 25/05/2021	1 07/08/2021	1 1236	Α	S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM	1 20	
I												
	ABB001	17/03/2021	1 25/05/2021	1 10/09/2021	1 1236	В	S	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE	. 3	(
	ABB001	17/03/2021	1 25/05/2021	1 10/09/2021	1 1236	В	F		Free text item		2	150
	ABB001	17/03/2021	1 25/05/2021	1 10/09/2021	1 1236	В	A	Carriage	Carriage			50
	ABB001	17/03/2021	1 25/05/2021	1 10/09/2021	1 1236	В	С		Comment Line			



Fulfilment

The Fulfilment column in Excel Data Bridge has three options available to select from a dropdown list: -



These same three options are available to each line-item of a sales order in Sage 200: -

Edit Order Iter	n Line							13 <u>-</u>		×
										<mark>0</mark> (
Item Type										
 Standard iten 	n OFree text item	1 0	Additional charge	Comment line	6					
Product Item										
Code:	ABBuiltIn/15/0/2	v	Name:	AB Built-In Cooker	s Single-Ov	ven/300mm/White			Y	Q
Warehouse:	WAREHOUSE	~]	Amend item des	cription					
Fulfilment:	From Stock	~								
Item Values	From Stock From Supplier Via Sto Direct To Customer	ck	C all a state of the	-						0.00
Selling unit:		ck	Selling price unit:	Each		nit discou	unt %:	unt %:	int %:	unt %:

Amending Templates

The worksheet templates have been created in an Excel table with the correct formatting applied.

To add additional **rows**, firstly locate the cell at the bottom righthand corner of the formatted table.

Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.



To add an additional column, right click on the column heading where you would like your new column to appear and select

GroupByID LineType LineCo 🔏 Cut AB Cooker Hoods Standard/Wh C С Copy Beech Wall Cabinet H92cm Paste Options: С Free text item С Carriage D Comment Line C Paste Special... Smart Lookup B Refresh Insert Table Columns to the Left ► Table Rows Above Delete

Description

Insert > Table Columns to the Left

A new column will be added, named Column1. Rename the column in Excel, then refer to the next section on how to map this column in the Designer.

Н	1
Column1	GroupByl
	с
	С
	С
	С
	С







Mapping a new column

Once a new column has been added to the template, it can be mapped to the required Sage 200 field.

New column added to the multiline template to allow the name of the person taking the order to be entered against the sales order.

Н	11	
Taken By	GroupBy	ll LineType
	С	S
	С	S
	С	F
	С	A
	С	С

Click **Designer** to open the mappings for the template and locate the field to map the column to.

1	
+ >	+ 11
	5

SalesOrder Header	
Address1	0
Address2	- C
Address3	- CG
Address4	10
ApplyOrderDiscountSurcharge	
City	
Contact	6
Country	
CountryCode	
County	
CustomerCode	CustomerCode
CustomerOrderNumber	CustomerOrderNumber
DatePromised	DatePromised
DateRequested	DateRequested
DeliveryAddressName	
DeliveryAddressType	
DiscountType	
DocumentDate	Document Date
DocumentNo	
DocumentStatus	
Email	
ExchangeRate	
Fax	
HeaderAnalysisCodes	Analysis Codes
OrderDiscount	
Orden honty	
OrderTakenBy	
Postalitanio	

2. Now select the cell range for the **Order**

 Click the Ellipsis to the right of the Order Taken By field. The cell mapping window appears.

Н	1		J		
Taken By	/ GroupB	yll LineType	8	Line	C
	C	S		ABC	0
	С	S		CA/	W
	C	F			_
	OrderTakenB	Y	?	×	-
	Select cell(s) ()				
	1				
		ОК			
		OK	0	ancel	
	1				
Н	1		J		
			J		
H Taken By	GroupBy	/II LineType	J	Line	_
	GroupBy	S	J	ABCo	bo
	GroupBy		J		00
	GroupBy	S	J	ABCo	00
Taken By	GroupBy C C	S S F	J ?	ABCo	N
Taken By	GroupBy C C C C DrderTakenBy	S S F		ABCC CA/V	N
Taken By	GroupBy C C C C DrderTakenBy elect cell(s) ()	S S F		ABCC CA/V	N
Taken By	GroupBy C C C C DrderTakenBy	S S F		ABCC CA/V	bo

Taken By column before clicking OK.

The column is now mapped can be populated in Excel Data Bridge.

Deleting unwanted columns

Deleting unwanted columns within a template is a two-step process: -

- 1. Remove the field mapping from the Designer
- 2. Delete the columns in the Excel template

Open the **Designer** to view the current field mappings.



× 9	}↓ ⊡ ialesOrder Header //dress1 //dress2	^	1.	Clear the mapping against the field no longer required.
> A	ddress3			
A	pplyOrderDiscountSurcharge	ApplyOrderDiscount Surchat		> Address3
	Contact			Address4
	Country			
-				ApplyOrderDiscountSurcharge
	CountryCode			
	County CustomerCode	CustomerCode		> City
	ustomerCode SustomerOrderNumber	CustomerOrderNumber		> Contact
	atePromised	DatePromised	123	Country
_	atePromised ateRequested	DateRequested		Country
	Vatercequested VeliveryAddressName	Datenequested		
	eliveryAddressType			
	liscountType			
	locumentDate	DocumentDate		
	locumentNo	DocumentDate	_	
-	locumentStatus		2.	Repeat for any other unrequired fields
	mail			· · ·
	xchangeRate			
	ax		2	Class the Designer
1.1	leaderAnalysisCodes	Analysis Codes	3.	Close the Designer.
)rderDiscount			
)rderPriority			
)rderTakenBv		4.	Click Validate Design to check for errors.
	lostalName		ч.	Check valuate besign to check for enors.

Right click the column heading in the table and select **Delete > Table Columns**. Repeat for any other columns required.

